



Attendance Policy inc. Late Collection of Children September 2025

Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

The term 'Persistent Absence (PA)' applies whenever a child's attendance falls below 90%

The school's attendance target is currently 95% and all children below this figure have their attendance specifically monitored and tracked.

Regular school attendance is vitally important and evidence shows that children's educational attainment and subsequent life chances are significantly impacted by poor school attendance.

98% attendance = 4 school days missed
95% attendance = 10 school days missed (2 weeks)
90% attendance = 20 school days missed (4 weeks)
85% attendance = 30 school days missed (6 weeks)
80% attendance = 38 school days missed (8 weeks)

Five minutes late each day = 3 days missed each year

At Trinity Croft, we aim to work closely with parents and carers to ensure that all pupils are in school as much as possible and that absence rates are reduced. We have a Family Support Worker in school who can talk to parents and offer support where attendance is an issue.

Mrs Maria Allen, Head of School is the designated lead person for attendance
Miss Jodie Linney is the member of staff with responsibility for attendance administration

All members of staff including the Family Support Worker can be contacted on 01709850570 or at enquiries@tc.dsat.education

Statement of Expectations

What the school expects of pupils:

- To attend every day, unless in exceptional circumstances
- To arrive on time, appropriately prepared for the day
- To report to the class teacher

What the school expects of parents/carers

- To fulfil their responsibility by ensuring their children attend school regularly and on time
- To ensure that they contact the school on the first day their child is unable to attend before 9:15am.
- To ensure their child arrives on time and is well prepared for the school day (equipment, completed homework etc.)
- To contact the class teacher or Head of School in confidence whenever any problem occurs that may keep their child away from school

- To inform the school office and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day. Evidence of an appointment must be given to the school office. If no evidence is given then it will be logged as an unauthorised absence.
- Holidays must be taken in school holiday period only and leave in term time will only be granted in exceptional circumstances.

What parents/carers and pupils can expect of the school

- The encouragement and promotion of good attendance
- Regular, efficient and accurate recording of attendance
- First day contact with parents when a pupil fails to attend school without providing prior notification
- Prompt action on any problems notified
- Close liaison with the Early Help Team to assist and support parents and pupils where needed
- Notification to parents/carers of their child's attendance record through annual reports home and also through the Arbor app.

Attendance Procedures

Registration Procedure

- School gates are unlocked at 8.35am each morning (8:30am in EYFS) and children can access school from this time.
- Registration begins at 8:50am each morning and 1.00pm each afternoon for everyone in full time education.
- Class teachers should insert a mark at 8:50am prompt for every pupil whether it is a present mark or an absent mark. All marks must be made in accordance with computerised registration systems.
- Staff should greet children and parents at the classroom door at the start of the Registration period.
- If pupils arrive after 9am and 1pm, they will be deemed to be late and will need to report to the school office for a late mark

Responding to Lateness

- Pupils arriving after morning or afternoon registration report to the school office.
- Children arriving after 9:15am will be coded as 'U' (unauthorised).
- Classroom staff will only record present or absent marks and all other entries will be done by the staff in the school office.

The School's Response to Attendance Issues

- The school will record all attendance related incoming messages from parents and notify the class teacher
- The school will contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence
- When a child is absent and no contact is made from parents or carers the school will telephone each contact number in order. If no contact can be made, members of staff will visit the home address. If contact can still not be made, we will contact the police and Social Care as the child is effectively missing. **Please ensure that we have correct contact details.**
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified through the Rotherham LA procedures.

Authorised and Unauthorised Absence

All absences will be unauthorised after 2 days or if attendance falls below 90%, unless absence from school is absolutely necessary.

If children are still too ill to attend school after 2 days, we expect that medical advice will have been sought and subsequently evidenced either through a text message appointment notification or appointment card. If this is unavailable then the school will ask for your permission to contact your G.P.

Please refer to <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> to check if your child should remain off school or contact the school office for advice. Any absences that contradict this advice may be unauthorised.

Leave of Absence (including holidays in term time)

Leave of absence will not be authorised for any children in school except where there are exceptional circumstances in line with the Department for Education and Rotherham Local Authority policy.

Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional.

Examples of circumstances NOT considered as exceptional

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.
- Holidays taken in term time due to lower cost/parental work commitments.

Where unauthorised leave is taken, the school may refer to the Local Authority for a fixed penalty notice to be issued where a child's attendance falls below 96%. Please see Rotherham LA's Fixed Penalty Notice Code of Conduct for further details.

Fixed Penalty Notices (FPNs)

The school follows the Rotherham Local Authority Attendance procedures. Attendance is monitored every 3 to 5 weeks and parents/carers of children with low or concerning unauthorised attendance patterns will receive a standard letter from school to inform them. The school will provide offers of support to help improve attendance at this point. Attendance will continue to be monitored every 3-5 weeks and where attendance does not improve, standard letter 1 will be sent out as the first step toward the FPN process. This will then be reviewed again in 3-5 weeks where standard letter 2 will be sent out as the second stage of this process. If attendance does not improve in the next 3-5 weeks then standard letter 3 will be sent out which will result in a referral to the Local Authority School Attendance Panel (LASAP) to consider issuing a FPN. If an attendance case is referred to the LASAP then parents and carers will be invited to make representation at the meeting.

Legal sanctions

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. If a second fine is issued for the same child within a three-year period, the cost is immediately £160, with no reduced early payment rate. The payment must be made directly to the local authority.

Penalty notices can be issued by the local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
-

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Attendance Roles & Responsibilities

The senior member of staff with responsibility for attendance is the Head of School, however the following responsibilities may be delegated:

- Produce and distribute Attendance information for parents/carers
- Set and monitor targets for improving attendance within the school, including improving attendance within the DEP
- Evaluate targets through the senior management of the school
- Support all staff in their work related to attendance
- Collate attendance data for the DfE, LA and Governors
- Identify individual pupils with known punctuality/attendance problems and ensuring these pupils are monitored closely
- Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school
- Liaising with other partner agencies and services towards improving and developing strategies to raise levels of attendance

Class teachers

This is an important role within the school and requires the class teacher to:

- Complete registers accurately and promptly – by 9am and at 1pm.
- Have regular discussions with pupils about the importance of regular attendance and punctuality
- Liaise with SLT and administration staff regarding any queries surrounding absence, e.g. safeguarding concerns, odd reasons etc.

School Administration & Attendance Officer

Is responsible for:

- Telephoning parents/carers on the first day of absence when pupils are absent without notification
- Ensuring that we have at least 2 contact numbers for each child held on our School Information Management System
- Communicating the reason for absence to the relevant member of staff
- Completing the statistical returns for the LA & DfE as requested
- Monitor individuals, as well as whole class attendance, in line with the school's procedures
- Identify trends in the attendance of individual pupils and respond appropriately
- Liaising with the Head of School and Early Help, where appropriate
- Inform the Head of School of any concerning issues regarding attendance
- Sending out letters as agreed in the school policy

The Head of School

Is responsible for:

- Overseeing the letters sent to parents and carers
- Arranging meetings with parents and carers where appropriate
- Ensuring that attendance is reported to parents and carers through the End of Year Report.
- Reporting attendance information to the Local School Board/Trust
- Ensuring staff are aware of and meet their responsibilities

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

Early collection of children

- Children are expected to remain in school for the full day. Where there are exceptional circumstances, a child needs to be collected early, the school will require evidence of an appointment.

Late collection of a child policy - end of school day or after school activity procedures.

In the first instance, after ten minutes the person in charge should accompany the pupil to the school office, telephone the parent/carer and establish what has happened, the time the pupil is to be collected and name of person collecting the pupil.

If, after twenty minutes, contact has not been made then the Headteacher or senior member of staff should telephone the other contact numbers and follow the above procedure. If, at this stage, a named contact is not found then the pupil should be taken to After School Club if possible or supported in a classroom. This will provide a safe and stimulating environment for the pupil and hopefully reduce the stress levels the child may be experiencing.

If by 5.15 p.m. contact has not been established then the Headteacher or senior member of staff should contact social care and the police. Telephone numbers of both are displayed in the school and can be found at the end of this policy. The incident will be logged on CPOMS.

The Headteacher or senior member of staff will stay with the child until suitable arrangements are in place.

Multi Agency Safeguarding Hub (MASH) Tel. 01709 336080

Non- emergency Police contact Tel. 101

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
l	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Sample Attendance Flowchart



